

County of Monroe
The Florida Keys



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February 10, 2016
DATE OF POSTING

**MONROE COUNTY PROMOTIONAL
TEMPORARY JOB OPPORTUNITY**

STAFF ASSISTANT

BUILDING DEPARTMENT

SALARY \$15.73 - \$24.38 PER HOUR

MARATHON AND KEY LARGO

POSITION TO LAST UP TO ONE (1) YEAR

DEADLINE TO APPLY:

A handwritten signature in purple ink, appearing to read "Dr. Agnew", is written over a horizontal line.

EMPLOYEE SERVICES

TPBLG002

MONROE COUNTY

JOB DESCRIPTION

Position Title: STAFF ASSISTANT		Reports to: Sr. Director, Planning
Position Grade: 106	FLSA Status: Non-Exempt	Class Code: 106-4

GENERAL DESCRIPTION

Performs routine clerical functions and provides staff support.

KEY RESPONSIBILITIES

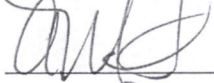

1. *Answers telephone and greets and assists the public.
2. *Performs routine clerical functions such as typing and data entry.
3. *Assists with routine purchasing duties.
4. Distributes incoming and outgoing mail for the office.
5. Maintains paper and electronic files, copies, scans documents, composes and responds to emails.
6. Opens and distributes incoming mail and logs/sends outgoing mail.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: STAFF ASSISTANT**Class Code:** 106-4**Position Grade:** 106**KEY JOB REQUIREMENTS**

<i>Education:</i>	High School Diploma or GED required.
<i>Experience:</i>	1 to 2 years minimum prior related work experience required.
<i>Leadership:</i>	Work from a general outline of duties and responsibilities. Other employees assist in completing work.
<i>Complexity:</i>	Perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. Work involves statistics, operations analysis, or forecasting.
<i>Decision Making:</i>	Work in a responsive environment where co-workers or citizens bring problems to me for resolution. I am responsible for determining the problem and creating an individual solution for the issue.
<i>Relationships:</i>	Work with less than ten co-workers who are mostly engaged in the same activities as me.
<i>Working Conditions:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Intermittently fingering, grasping, handling, hearing, mental acuity, speaking, talking, and visual acuity. Also requires sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

APPROVALS*Department Head:*Name: Ada Mayte Santamaría Signature:  Date: 10/11/15*County Administrator:*Name: _____ Signature:  Date: 11/24/15

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____